



Housing Finance Authority of Leon County

918 Railroad Avenue
Tallahassee, FL 32310
(850) 671-5601

Housing Finance Authority of Leon County (HFA)
Request for Qualification (RFQ)
Checking Account

RFQ Parameters:

1. Questions pertaining to this Request for Qualification should be made to Mark Hendrickson, HFA Administrator. No Contact with Board Members or staff other than the one stated above will be permitted regarding this request. Failure to comply may result in disqualification.
2. An Agreement shall be entered into between the HFA and the Financial Institution. Such Agreement shall be negotiated by the parties and shall be consistent with this Request for Qualification submitted by the chosen Firm/Person.

Submission:

3. The HFA will receive sealed Requests For Qualification from Financial Institutions authorized to conduct business in the State of Florida, until 5:00 p.m., Thursday, June 22, 2017,
Attention:
Andrew Gay, HFA of Leon County Treasurer
Grimsley & Company, CPA's, P.A.
1427 Piedmont Drive East, Suite 2
Tallahassee, FL 32308
mark@thehendricksoncompany.com
4. **Method of Submission:** An original, one copy, and a PDF in electronic format of the response shall be submitted. The original and copy shall be delivered to the address above. The PDF shall be emailed to mark@thehendricksoncompany.com
5. **Evaluation Parameters:** The HFA action on responses to the Request For Qualification normally will be taken within sixty (60) days after the submission deadline, however, no guarantee or representation is made herein as to time between submission of the responses to the Request For Qualification and subsequent HFA action.
6. **Reserved Rights:** The HFA reserves the right to accept or reject and/or all responses to the Request for Qualification, to waive irregularities and technicalities, and to request resubmission. There is no obligation on the part of the HFA to award the contract to the Respondent with the lowest cost, and the HFA reserve the right to award the contract to a



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responsible respondent submitting a responsive Request For Qualification, and the resulting negotiated agreement that is in the best interest of the HFA, and its decision shall be final. Also, the HFA reserves the right to make such investigation as it deems necessary to determine the ability of any respondent to perform the work or service requested. Information the HFA deems necessary to make this determination shall be provided by the respondent.

Response to Request For Qualification Form: All responses to the Request For Qualification must include information on ability and capability to provide the services listed in Exhibit A.

7. Inquiries and questions:

All inquiries and questions should be submitted to Mark Hendrickson at mark@thehendricksoncompany.com, or telephone at 850-671-5601. All questions and inquires with answer that are substantial and or material to the Request For Qualification shall be provided to all respondents.

EXHIBIT A

REQUEST FOR QUALIFICATION: CHECKING ACCOUNT

The HFA of Leon County requires a checking account. Please provide the following information for your Financial Institution

1. Name of Institution
2. Name of Person responsible for the HFA's account, and contact information
3. Location of Branches in Leon County (including within the City of Tallahassee), including capacity for after-hours deposits.
4. Debit card availability and cost, if any.
5. Information on the parameters of the checking account, including internet banking options (wires, ACH, check inquiry, stop payments, and other items)
6. Check Imaging capacity, with minimum 18 month history capability
7. Monthly fee information, and any transaction specific fees